

## Carrying Over Employee Vacation and Sick Time

An employee is allotted a specific amount of vacation and sick time per year. Each organization decides how many unused hours employees may carry over at the end of the year. You can allow employees to carry over all unused vacation and sick hours, or you can set a limit.

The [ACS Payroll](#) module tracks the time carried over and the current year time separately. You must also add the hours carried over to the employee's record. You can set a maximum limit for the hours carried over that is separate from the limit you set for the hours in the current year.

### Note



Unused vacation and sick hours are not automatically carried over to the new year. You must update this information manually.

1. Under Manage Records, in the **Enter Name** field, enter the individual's last name.
  2. Press ENTER.
  3. If necessary, select the correct record in the Find Individual window, then click **Use Selected**. If multiple records exist, select the correct record type in the list, then click **OK**.
  4. Click on the **Time Off** tab.
  5. In the Time Off Totals grid, under **Type**, select **Vacation**.
  6. Click **Edit**.
  7. Under **Vacation Hours**, enter the number of unused vacation hours that the employee is allowed to carry over in the **Carry Over** field.
  8. **Optional:** To set a maximum number of vacation hours that the employee can carry over, enter the maximum number of hours in the **Carry Over** field in the **Max** column.
  9. Click **OK**.
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1. Under Manage Records, in the **Enter Name** field, enter the individual's last name.
  2. Press ENTER.
  3. If necessary, select the correct record in the Find Individual window, then click **Use Selected**. If multiple records exist for the individual, select the correct record type in the list, then click **OK**.
  4. Click on the **Time Off** tab.
  5. In the Time Off Totals grid, under **Type**, select **Sick**.
  6. Click **Edit**.
  7. Under **Sick Hours**, enter the number of sick hours that the employee is allowed to carry over in the **Carry Over** field.
  8. **Optional:** To set a maximum number of sick hours that the employee can carry over, enter the maximum number of hours in the **Carry Over** field in the **Max** column.
  9. Click **OK**.